

## ABSTRACT OF THE DISCLOSURE

An image forming apparatus is provided including at least one color cartridge that supplies at least one color toner, a monochrome cartridge that supplies monochrome toner, an image formation unit configured to form an image on an image-transferring member using at least one of the at least one color toner and the monochrome toner, and a processor electrically coupled to the image formation unit. The processor is configured to: determine whether the at least one color cartridge contains insufficient color toner for printing an image according to a first image job, queue a second image job not requiring the at least one color cartridge before the first image job requiring the at least one color cartridge if the at least one color cartridge contains insufficient color toner for printing the image of the first image job, and control the image formation unit to form images in accordance with the queue.